Government of Maharashtra
Directorate of Information Technology
Government Resolution No. मातंसं-1717/CR 83/39
Hutatma Rajguru Chowk, Madam Cama Road,
Mantralaya, Mumbai – 400 032
Dated – 16 September 2017

Reference: 1. DIT's letter no. DIT / 2013 / CR-185 / 39 dated 28th October 2013

2. DIT's letter no. DIT-2014/ CR-62 / 39 dated 8th July 2014

3. DIT's letter no. DIT - 14 / 62 / 2015 dated 30th December 2015

4. DIT letter no. DIT-1717/CR-83/39 dated 6th July 2017

Introduction

Maharashtra has been at the fore front of leveraging IT in Governance and is also taking various initiatives in utilization of Aadhaar in various services delivered to the residents. Till now, nearly 95.20% (11.32 Crore) of the State's projected population in year 2015 (11.89 Crore) have been allotted Aadhaar, with almost 100% coverage of the adult population (18+ years). Majority of the population yet to be covered lies within age group of 0-18 years.

The State has brought Maharashtra Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016 in force from 26th January 2017. This State Act which has been conceptualised on the lines of the Central Aadhaar Act empowers the Government to require individuals to undergo authentication or produce proof of possession of Aadhaar number for availing of benefits, subsidies or services provided by the State Government. Departments have initiated the process of issuing formal notifications and Government Resolutions regarding the modified business processes.

The Maharashtra Information Technology Corporation (MahaIT), a 100% Government owned company, is developing the Maharashtra DBT & Services Portal. All individual beneficiary schemes will soon be brought onto this portal. On this portal, user registration will be based on Aadhaar authentication and user will need to have his mobile number and bank account number seeded with Aadhaar to ensure seamless DBT. In case any resident intending to avail of the service, benefit or subsidy from the State Government does not have Aadhaar number, the portal will assist citizen applying for enrolment or update.

Government of Maharashtra has procured 3929 Aadhaar enrolment kits and these kits were assigned to CSC SPV in two batches in year 2013 and 2016. During review meetings, DIT has received feedback from District Collectors and field officers that the existing governance structure of Aadhaar enrolment needs to be significantly strengthened and made more accountable to ensure universal Aadhaar coverage. Hence, it is imperative to put in place a robust ecosystem for facilitating the residents for enrolment and update of Aadhaar across the State.

Maharashtra has a strong IT infrastructure base at the village level with 26,000 active Aaple Sarkar Sewa Kendras which have been equipped with biometric reader devices for Aadhar authentication. The Government intends to use these digitally equipped centres as last mile delivery centres for Aadhaar enrolment and authentication services in the State.

In light of above, the State Government intends to lay down a clear guidelines to institutionalise Aadhaar ecosystem across Maharashtra.

Government Resolution

The Government has decided to issue the following instructions in supersession of the earlier instructions issued earlier by the 3 letters vide reference no. 1 to 3.

1. Maharashtra SETU Society shall act as State Registrar and hence all 3929 Aadhaar enrolment kits are transferred to Maharashtra SETU Society with immediate effect.

2. State Registrar shall designate MahaOnline as an enrolment agency with immediate effect & transfer the kits as per requirements to Mahaonline. State Registrar is also authorized to onboard other enrolment agencies, other than Mahaonline, as and when required.

3. Government shall designate last mile digitally assisted citizen service centres as Aaple Sarkar Sewa Kendras (ASSK). These will include Maha e-Sewa centres established under CSC 1.0 program and centres established by Rural Development Department vide GR dated 11.08.2016 & any such centres as the Government may decide from time to time. Such centres shall be the Government designated ASSK. The responsibility of supervision and monitoring the operation and performance of the ASSK shall be assigned to Maharashtra IT Corporation (MahaIT) as the apex State level monitoring agency.

4. The kits shall be deployed in Aaple Sarkar Sewa Kendras which are public delivery offices set up as per the guidelines issued by the State Government and where direct supervision of MahaIT can be ensured.

5. All ASSK having biometric devices with specifications as approved by UIDAI are hereby permitted to operate as Aadhaar update centres subject to approval of UIDAI regarding operator onboarding.

6. District Collectors must bring these instructions to the notice of Tahsildars, Block Education Officers, CDPOs, and other field level functionaries immediately. Possession of Aadhaar enrolment kits with CSC SPV, erstwhile EAs or any agency not authorised by this GR shall be deemed to be illegal and liable for criminal prosecution.

7. The deployment of kits shall follow the 4-tier framework as specified below.

(a) <u>Permanent Enrolment Centres (PECs)</u>

(i) Rural PEC (RPEC) should be set up in Aaple Sarkar Seva Kendras (ASSKs) at all revenue circle headquarters in the State in such manner that each revenue circle will have atleast 1 PEC in its territorial jurisdiction. Only one enrolment kit should be deployed at each RPEC. The current number of such RPEC is indicated as 2067.

(ii) Urban PEC (UPEC) should be set up in such a way that one UPEC covers nearly 25,000 population (of the city). Number of kits allotted city wise for Municipal

Corporations, Municipal Councils and Nagar panchayats is shown in Annexure-V. These kits should be deployed within the city limits of these urban areas. Municipal Commissioners and Chief Officers should provide space, office furniture, electricity, internet connectivity and other facilities to ensure smooth operation of the UPEC in the zone or ward level offices of the Municipal Corporation or Council, wherever required. There will be approximately 1871 UPEC in the State.

(iii) These UPEC and RPEC should function in camp mode on two days in a week, Tuesday and Thursday or on next working day in case a holiday falling on these days. These PECs will also be mapped to nearby Schools and Anganwadi Centres. The camp mode schedule should be published on the district's website and a copy of the schedule should be sent to the State level UID PMU for publication on the State's Aadhaar website-https://aadhaar.maharashtra.gov.in

(iv) The PECs shall have a system of booking an appointments online whereby any resident of the State desirous of enrolling for Aadhaar may book an appointment online on a web portal to be designated by the State Registrar. Depending on availability of the slot, the resident will be able to select a convenient time slot for Aadhaar enrolment.

(b) Aadhaar enrolment of children at the time of Birth

In addition to 3929 kits, Government of Maharashtra will provide Tablet based enrolment kits to Mahaonline or any other enrolment agency appointed by the State Registrar for Aadhaar enrolment of new-born children. It shall be the responsibility of the enrolment agency to deploy such kits at Government Hospitals and Health Centres as identified by the State Government. The Standard Operating Procedure (SoP) in this regard is elaborated in Annexure II. For private hospitals, Department of Public Health may issue separate instructions to procure and deploy tablet based enrolment kits.

(c) Covering children in the 0-5 age group through Anganwadi Centres

Government of Maharashtra will also provide Tablet based enrolment kits to Mahaonline or any other enrolment agency appointed by the State Registrar to all Anganwadi supervisors for covering the balance population in the age group of 0-5 years at Anganwadi Centres. For this purpose, Anganwadi Supervisor will be trained, certified and on-boarded as Aadhaar Operators who shall eventually cover the population in the Anganwadi Centres under her supervision. The Women and Child Development Department is hereby designated as a Registrar who will eventually drive and monitor this initiative with the help of State Registrar.

(d) Covering children in the 5-18 age group through Schools

For covering Schools, 3929 Aadhaar enrolment kits deployed at UPECs and REPCs will be used in camp mode for 2 days in a week, Tuesday and Thursday. Each PEC is to be mapped with a cluster of nearby Schools by Senior Support Engineer (the Member of District IT Cell). He shall prepare a fixed schedule for each PEC in such a manner that every School is covered at least twice a year. This schedule will be prepared by Senior Support Engineer (Member of District IT Cell), District Coordinator of MahaOnline and Block Education Officer (BEO). Accordingly, this

PEC will carry out camps at Schools in his / her area of operation. The Standard Operating Procedure for mobilising kits in camp mode is explained in Annexure III enclosed herewith. The School Education Department is hereby designated as a Registrar who will eventually drive and monitor this initiative with the help of State Registrar. The same procedure (Annexure- IV) should be followed at Anganwadi centres in case tablet based enrolment kits are unable to operate due to absence of internet connectivity.

Enrolment Operators

8. MahaOnline or any Enrolment Agency (EA) designated by State Registrar should appoint trained and certified operators at Aaple Sarkar Sewa Kendras entitled as PECs in Urban & Rural region and at hospitals. The code of conduct for ASSK operators and the role of MahaIT in monitoring and supervising the same is enclosed at Annexure-IV.

Financial model

9. For every successful enrolment, State Registrar will transfer Rs. 45/- to the Enrolment Agency. Similarly, for every successful enrolment using the Child Enrolment Light Client (CELC), State Registrar will transfer Rs. 22 to the Enrolment Agency within 7 days of receiving the amount from UIDAI. In addition to the above, State Registrar will transfer Rs. 2/- for every successful enrolment to MahaIT towards monitoring services.

10. The Enrolment Agency (EA) is permitted to retain upto Rs. 10/- (Rs.5/- in case of CELC) out of the amount received by it from State Registrar as management charges. The Enrolment Agency must transfer the remaining amount within 7 days of receiving the amount from the State Registrar after ensuring deductions towards penalties, if any as per UIDAI guidelines as follows.

    (a) Rs. 5/- to Government agencies/Urban Local bodies towards provision of infrastructure including space, furniture, connectivity and electricity if the premises of the ASSK is owned by the Government agency/Urban local body & Rs. 30/- (Rs. 12/- in case of CELC) to the certified operator if the operator is appointed by the EA. If the operator is appointed by the Government authorities/Urban Local Bodies, then EA must transfer Rs. 35/- (Rs. 17/- in case of CELC) per successful enrolment to the Government agency/ULB.

    (b) Rs. 35/- to certified operator if the PEC is located in ASSK.

    (c) For enrolment in Anganwadi centres using CELC on tablets, the EA should transfer Rs. 17/- to the concerned Child Development Project Officer.

Governance Structure

(d) MahaOnline as an enrolment agency and other enrolment agencies which are appointed by the State Registrar from time to time will function under State Registrar - Maharashtra SETU Society. The overall monitoring and facilitation will be done by a State-level UID Project Management Unit (PMU).

(e) MahaIT will function as the third-party agency for monitoring the performance of the Permanent Enrolment Centres & taking disciplinary action whenever necessary.

(f) Senior Support Engineer (Member from District IT Cell) is given the responsibility of Aadhaar enrolment at District IT cell. State Support Engineer will finalize and monitor the fixed schedule for mobilising kits in camp mode across the district.

(g) District Coordinators of MahaOnline will be responsible for kit activation, operator on-boarding, defining operator schedule, grievance redressal and any other activity pertaining to Aadhaar enrolment and update. These District Coordinators should function in sync with Senior Support Engineer of District IT Cell.

(h) Women and Child Development Department will function as registrar to drive Aadhaar enrolment at Anganwadi Centres across Maharashtra. However, State Registrar and MahaOnline or other enrolment agencies will facilitate training and certification of Supervisors, their on-boarding as an operator and provide incentives against successful enrolment.

(i) School Education Department will function as registrar to drive Aadhaar enrolment at schools across Maharashtra. However, State Registrar and MahaOnline or other enrolment agencies will provide trained operators or facilitate training and certification of persons identified by the School Education Department and ensure their on-boarding as an operator and provide incentives against successful enrolment.

This Government resolution of Maharashtra Government is available at the website www.maharashtra.gov.in. Reference no. for this is 201709162013097011. This order has been signed digitally.

By order and in the name of the Governor of Maharashtra.

Shubhangi Bharat Shedge

Digitally signed by Shubhangi Bharat Shedge
DN: c=IN, o=Government Of Maharashtra, ou=GAD (IT), postalCode=400032, st=Maharashtra, 2.5.4.20=a263d4760021d05a3b756165e3bb70be2ff107e40ff26cb633435468b5238f5e, cn=Shubhangi Bharat Shedge
Date: 2017.09.16 20:41:29 +05'30'

(Shubhangi Shedge)
Under Secretary, Government of Maharashtra.

Copy forwarded to:

1. Secretary to the Hon'ble Governor of Maharashtra,
2. Secretary to Hon'ble Chief Minister,
3. Personal Secretary to All Ministers/All Ministers of State,
4. Hon'ble Leader of Opposition, Legislative Assembly/ Legislative council, Maharashtra Vidhan Mandal Sachiwalaya, Mumbai,
5. All Hon'ble Members of Legislative Assembly/ Legislative council,
6. Personal Assistant to Chief Secretary,
7. Additional Chief Secretary/Principal Secretary/Secretary of All Departments,
8. Principal Secretary School Education Department, Mantralaya Mumbai,
9. Secretary, Women and Child Development Department, Mantralaya Mumbai,
10. Registrar, High Court (Original Side) Mumbai,
11. Registrar, High Court (Appellate Side) Mumbai,
12. Registrar, Lok Ayukta and Up Lok Ayukta, Maharashtra State Mumbai,
13. Secretary State Election Commission, Mumbai
14. Secretary, Maharashtra Public Service Commission Mumbai,

15. Principal Secretary, Maharashtra Vidhan Mandal Sachiwalaya Mumbai,
16. Chief Information Commissioner, State Information Commission, Mumbai,
17. Auditor, Accountant General (A & E), Maharashtra Mumbai,
18. Auditor, Accountant General (A & E), Maharashtra Nagpur,
19. Auditor, Accountant General (Audit), Maharashtra Mumabai,
20. Auditor, Accountant General (Audit), Maharashtra Nagpur,
21. Pay and Accounts Officer, Mumbai,
22. Residential Audit Officer, Mumbai,
23. Commissioners of All Municipal Corporations,
24. All Collectors,
25. All Chief Executive Officer, Zilla Parishad/ All Chief Officers,
26. Director General, Information and Public Relations, Mantralaya Mumbai,
27. Managing Director, Maharashtra IT Corporation Mumbai,
28. Chief Operating Officer Mahaonline Mumbai,
29. State Head, CSC-SPV, Mumbai,
30. Select File, DIT, General Administration Department, Mantralaya.

Annexure-I

Responsibilities of enrolment operators appointed by Enrolment Agency

1. The operators will be required to ensure safe and proper upkeep of the Aadhaar enrolment kits, tablets, biometric devices and other equipment that may be provided by the State Registrar or the State Government or its nominated agency from time to time.

2. The operators should scrupulously adhere to guidelines issued by the State Registrar & the Government in this regard from time to time.

3. The operators will be responsible for providing Aadhaar enrolment and update services to the residents. Hence, the operators should ensure that the PEC is fully functional from 10 AM till 6 PM on all working days as per the calendar of the State Government.

4. The operator should adhere to all instructions of the online appointment booking system and publish his/her availability schedule as required by the system.

5. In its capacity as supervisory agency, MahaIT will introduce online monitoring and supervision systems. This may be done through web enabled applications or mobile applications. It will be mandatory for the operators to register & use these systems and provide data regarding timings of the ASSK, number of enrolments/updates etc carried out on a daily basis.

6. Any failure on the part of the operator in meeting the above guidelines should be treated as lack of interest on the part of the operator and the State Registrar should issue instructions to the Enrolment Agency to deactivate any such operator and transfer the equipment's to another operator.

7. If any complaint is received against any operator who is working for Aadhaar enrolment or Aadhaar update under the State Registrar, it will be referred to the designated monitoring & supervising agency,MahaIT. MahaIT should get the complaint investigated through the District IT cell within 5 working days and submit its report with recommendations to the Enrolment Agency.

8. In case of serious violations of guidelines, the operator should be immediately deactivated by the EA & blacklisted for a period of 5 years. Criminal action shall be initiated by the EA against such operators wherever necessary. Such criminal action will be mandatory in cases involving charging of residents for enrolment, over-charging residents in cases where a fee has been specified, failure to hand over equipment belonging to the Government, aiding or abetting impersonation etc

Annexure II

Standard Operating Procedure for Aadhaar enrolment of new-born in Government Hospitals

Hospitals to follow following guidelines in order to ensure smooth implementation:

1. A Nodal officer to be appointed at the Hospital or Health Centre. He should be responsible for Aadhaar enrolments of new-born babies in the Hospital
2. Every expecting mother coming for delivery in the Hospital shall be requested to carry Aadhaar Card. In case the expectant mother does not have Aadhaar number but has EID number, then it may be checked whether Aadhaar has been generated against the EID on Child Enrolment Lite Client (CLEC). If Aadhaar is generated, the same can be used for Aadhaar enrolment of new-born baby. If neither Aadhaar nor EID of Mother is available, father of the child should be requested to submit Aadhaar. In case the father does not have Aadhaar number but has EID number, then it may be checked whether Aadhaar has been generated against the EID on Child Enrolment Lite Client (CLEC). If neither Aadhaar nor EID of Father is available, he may be directed to nearest PEC to enrol for his, mother's and new born child's Aadhaar.
3. Aadhaar enrolment of new-born baby should be carried out on the day before giving discharge from Hospital
4. The Nodal Officer shall ensure availability of pre-requisites such as Aadhaar number of either of parents, his / her presence for authentication at the time of enrolment and copy of Birth Certificate, etc.
5. At the end of the day, nodal officer should record the number of enrolments completed (preferably in a register) which can be produced whenever requested. Further, nodal officer appointed by the hospital should ensure that a MIS provided by DIT should be filled with details about the number of live births in the hospital , the number of new-born children who have been enrolled for Aadhaar and the reasons for the gap, if any.
6. It is further recommended to train and certify operators from Govt. Hospital and/or Healthcare Centres itself in order to avoid dependency on external operators. The procedure of appointing in-house operators is as follows:

   a. Hospitals to identify potential in-house operator

   b. The name of the identified person to be communicated to District Coordinator of Mahaonline/ enrolment agency.

   c. Upon receiving list of potential operators, District Coordinator of MahaOnline or the representative of the enrolment agency will arrange training in co-ordination with UIDAI Regional Office Mumbai

   d. The training will be delivered by trainers appointed by UIDAI RO Mumbai

   e. The certification exam shall be arranged by UIDAI RO Mumbai and MahaOnline/Enrolment agency within 3 days of post completion of training, by paying requisite fee.

f. Once potential candidate clears examination as per norms of UIDAI, he/she may on-boarded under MahaOnline (enrolment agency)

Responsibility Matrix

Sr. No.	Stakeholder	Responsibilities
1	Public Health Department	1. Issue Instructions to identified Hospitals & District Health Officer (DHO) regarding, a) Appointment of State level Nodal Officer who will coordinate with Nodal officers in each hospital b) Running IEC campaign in Public hospitals
2	Member of District IT Cell	1. Conducting initial kick-off meeting with District Health Officer, Taluka Health Officers (THO), Medical Officers to drive the campaign 2. Providing IEC material to District Health Officer(s) and nodal officer from Hospital to maintain uniformity while promoting at the District-level 3. Monthly monitoring at District-level 4. Receiving equipment like tablets/enrolment kits & biometric reader devices provided by the State Register, maintaining an inventory register of the same, securely storing the equipment and transferring the same to enrolment agencies as per the instructions of the State Registrar.
3	District Coordinator, MahaOnline	1. Deployment of Tablet based enrolment kit received at the Government Hospital 2. Arranging an certified operator from vicinity to operate the kit 3. Transferring financial incentives to Government agencies/local body authorities & deployed operators per successful enrolment on monthly basis 4. Facilitating training, examination and onboarding of potential in-house candidates proposed by respective Hospital, for becoming certified operator (to be carried in consultation with UIDAI RO Mumbai)
4	District Health Officer (DHO)	1. Running IEC campaign for Aadhaar Enrolment at the time of birth in identified hospitals, with the help of Taluka Health Officers (THO), Medical Officers, Multi-purpose Workers (MPW) and Asha Workers 2. Ensuring appointment of Nodal Officer appointed by Hospital
5	District Hospitals, Rural Hospitals, Women Hospital	1. Appoint Nodal Officer for Aadhaar enrolment of every new-born child in the Hospital 2. Ensuring every expecting mother admitted for delivery in the Hospital / Centre shall be requested to carry Aadhaar Card

Sr. No.	Stakeholder	Responsibilities
		• If EID is available, it may be checked whether Aadhaar has been generated on same EID. If Aadhaar is generated, the same can be used for Aadhaar enrolment of new-born baby. • If neither Aadhaar nor EID of Mother is available, father of the child to be requested to submit Aadhaar. If neither Aadhaar nor EID of Father is available, he may be directed to nearest PEC to enrol for his, mother's and new born child's Aadhaar.
6	Nodal Officer appointed by Hospital	1. Running IEC campaign for Aadhaar enrolment at the time of birth in the Hospital 2. Should ensure Aadhaar enrolment of new-born baby a day before giving discharge from Hospital or Healthcare Centre 3. Should ensure availability of pre-requisites such as Aadhaar number of either of parents, his / her presence for authentication at the time of enrolment and copy of Birth Certificate, etc. 4. In case of appointment of in-house operator of Hospital (at the will of Hospital), • Identify potential candidate who is willing carry out the activity • Inform name of identified candidate to District Coordinator of MahaOnline
7	Operators	1. Enrolment of new-born Child and his/her parents, if their Aadhaar not generated 2. Should keep monthly record of the number of enrolments completed and same to be reported to Nodal Officer appointed by Hospital and District Coordinator of MahaOnline
8	MahaIT	Monitoring and supervising the enrolment activity at the hospitals and health centres. 2. Analysis of the MIS reports being furnished by the nodal officer.

Annexure III

Standard Operating Procedure for mobilising kits in Schools

A special drive needs to be conducted for Aadhaar enrolment at Schools periodically. The PECs shall be mapped with nearby Schools in its defined area. A fixed schedule to be defined for each PEC and the camps to be held accordingly. The standard operating process to be followed is re-iterated below:

1) Block Education Officer (BEOs) along with Senior Support Engineer and District Coordinator of MahaOnline will draw a PEC-wise fixed plan for holding Aadhaar Enrolment Camp in mapped Schools.
2) BEO should ensure all the children in their respective jurisdiction gets enrolled with Aadhaar and maintain a School-wise report on Aadhaar enrolment status.
3) A week before the date of scheduled camp, the respective School Principal should undertake the awareness campaign to ensure that parents should come with their children on scheduled day.
4) Enrolment forms should be made available to children in advance at each School. It should be ensured that the forms are filled up and kept ready along with supporting documents. The blank forms to be handed over by concerned operator to concerned Principal at least 7 days in advance to the date of camp.
5) On the day of the camp, the operator should report at the designated School at 10.00 am and should be present in the location up to 5.00 pm. In case the operator does not turn up, the Principal should immediately inform the District Coordinator of MahaOnline who will be is responsible to arrange another operator at the aforementioned date and time.
6) On the day of the camp, the School Principal should ensure that all children are present (children below 5 years to be accompanied with their father / mother) in the camp for enrolment. In case the children are not present at camp location or enrolment cannot be performed, the operator should report the matter to District Coordinator of MahaOnline as well BEO.

The Responsibility matrix for aforementioned procedure is given below:

Sr. No.	Concerned Stakeholder	Responsibilities
1	Member of District IT Cell	• Mapping of PECs with Schools • Preparing a fix plan of camps at Schools • Overall monitoring
2	Block Education Officer (BEO)	• Maintaining school-wise coverage and submitting the report at the end of every month to Member of District IT Cell • Extend necessary support to operator/ operators
3	School Principal	• Spread awareness to ensure that parents should come with their children on scheduled day • Keeping forms along with desired proofs ready before the day of camp
4	District Coordinator of MahaOnline	• Training and certification of operators, whenever necessary

Sr. No.	Concerned Stakeholder	Responsibilities
5	Village Level Entrepreneur (VLE) / Operator	• The fixed schedule prepared by Member of District IT Cell to be published over the PEC • Ensuring Enrolment forms to be made available at the location of camp in advance • Visiting the School / Anganwadi on the day of camp and completing enrolments of children
6	MahaIT	Monitoring and supervising the enrolment activity at the hospitals and health centres. 2. Analysis of the MIS reports being furnished by the nodal officer.

Following template should be followed for preparing PEC-wise fixed plan:

Taluka	PEC	Month	Tuesday	Thursday
Taluka 1	PEC 1	< Month 1 >	< Village 1 > < School 1 > < Anganwadi 2 >	< Village 1 > < Anganwadi 1 > < School 2 >
		< Month N >	< Village N > < School N > < Anganwadi N >	< Village N > < Anganwadi N > < School N >
	PEC 2	< Month 1 >	< Village 1 > < School 1 > < Anganwadi 2 >	< Village 1 > < Anganwadi 1 > < School 2 >
		< Month N >	< Village N > < School N > < Anganwadi N >	< Village N > < Anganwadi N > < School N >
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Taluka N	--	--	--	-

Annexure IV

Standard Operating Procedure for mobilising kits in Anganwadi

A special drive needs to be conducted for Aadhaar enrolment at Anganwadi Centres periodically. The focus should be on Anganwadi centres where tablets cannot be used due to absence of connectivity. The PECs shall be mapped with nearby anganwadi centres in its defined area. A fixed schedule to be defined for each PEC and the camps to be held accordingly. The standard operating process to be followed is re-iterated below:

7) Child Developemnt Project Officers (CDPOs) along with Senior Support Engineer and District Coordinator of MahaOnline/Enrolment agency will draw a PEC-wise fixed plan for holding Aadhaar Enrolment Camp in mapped Anganwadi centres.
8) CDPO should ensure all the children in their respective jurisdiction gets enrolled with Aadhaar and maintain a Anganwadi centre-wise report on Aadhaar enrolment status.
9) A week before the date of scheduled camp, the respective Anganwadi sevika should undertake the awareness campaign to ensure that parents should come with their children on scheduled day.
10) Enrolment forms should be made available to children in advance at each Anganwadi centre. It should be ensured that the forms are filled up and kept ready along with supporting documents. The blank forms to be handed over by concerned operator to concerned Anganwadi sevika at least 7 days in advance to the date of camp.
11) On the day of the camp, the operator should report at the designated School at 10.00 am and should be present in the location up to 5.00 pm. In case the operator does not turn up, the Anganwadi sevika should immediately inform the District Coordinator of MahaOnline who will be is responsible to arrange another operator at the aforementioned date and time.
12) On the day of the camp, the Anganwadi sevika should ensure that all children are present (children below 5 years to be accompanied with their father / mother) in the camp for enrolment. In case the children are not present at camp location or enrolment cannot be performed, the operator should report the matter to District Coordinator of MahaOnline and CDPO.

The Responsibility matrix for aforementioned procedure is given below:

Sr. No.	Concerned Stakeholder	Responsibilities
1	Member of District IT Cell	• Mapping of PECs with Schools • Preparing a fix plan of camps at Schools • Overall monitoring
2	Child Development Project officer (CDPO)	• Maintaining school-wise coverage and submitting the report at the end of every month to Member of District IT Cell • Extend necessary support to operator/ operators

Sr. No.	Concerned Stakeholder	Responsibilities
3	Anganwadi Sevika	• Spread awareness to ensure that parents should come with their children on scheduled day • Keeping forms along with desired proofs ready before the day of camp
4	District Coordinator of MahaOnline/Enrolment Agency	• Training and certification of operators, whenever necessary
5	Village Level Entrepreneur (VLE) / Operator	• The fixed schedule prepared by Member of District IT Cell to be published over the PEC • Ensuring Enrolment forms to be made available at the location of camp in advance • Visiting the School / Anganwadi on the day of camp and completing enrolments of children
6	MahaIT	Monitoring and supervising the enrolment activity at the hospitals and health centres. 2. Analysis of the MIS reports being furnished by the nodal officer.

Following template should be followed for preparing PEC-wise fixed plan:

Taluka	PEC	Month	Tuesday	Thursday
Taluka 1	PEC 1	< Month 1 >	< Village 1 > < School 1 > < Anganwadi 2 >	< Village 1 > < Anganwadi 1 > < School 2 >
		< Month N >	< Village N > < School N > < Anganwadi N >	< Village N > < Anganwadi N > < School N >
	PEC 2	< Month 1 >	< Village 1 > < School 1 > < Anganwadi 2 >	< Village 1 > < Anganwadi 1 > < School 2 >
		< Month N >	< Village N > < School N > < Anganwadi N >	< Village N > < Anganwadi N > < School N >
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Taluka N	--	--	--	-

Annexure V

ULBs	Population	No. of kits per 25,000 population
Municipal Corporations		
Ahmadnagar	350859	14
Akola	425817	17
Amravati	647057	26
Aurangabad	1175116	47
Bhiwandi Nizampur	709665	28
Dhule	375559	15
Greater Mumbai	12442373	498
Jalgaon	460228	18
Kalyan Dombivli	1247327	50
Kolhapur	549236	22
Malegaon	471312	19
Mira-Bhayandar	809378	32
Nagpur	2405665	96
Nanded	550439	22
Nashik	1486053	59
Navi Mumabi	1120547	45
Pimpari Chinchwad	1727692	69
Pune	3124458	125
Sangali Miraj Kupwad	502793	20
Solapur	951558	38
Thane	1841488	74
Ulhasnagar	506098	20
Vasai-Virar-Nalasopara	1222390	49
Grand Total	**35103108**	**1404**
Municipal Councils		
Achalpur	112311	4
Ahmadpur	43936	2
Akkalkot	40103	2
Akot	92637	4
Alandi	28645	1
Alibag	20743	1
Amalner	95994	4
Ambad	31553	1
Ambarnath	253475	10

Ambejogai	73975	3
Anjangon	56380	2
Arvi	42822	2
Ashta	37105	1
Ausa	36118	1
Badlapur	174226	7
Balapur	44594	2
Ballarpur	89452	4
Baramati	54415	2
Barshi	118722	5
Basmath	68846	3
Bhadgaon	37214	1
Bhadravati	60565	2
Bhagur	12353	1
Bhandara	91845	4
Bhokar	32899	1
Bhokardan	24416	1
Bhor	18453	1
Bhum	18561	1
Bhusawal	187421	7
Bid	146709	6
Biloli	29846	1
Brahmapuri	36025	1
Buldana	67431	3
Chalisgaon	97551	4
Chandrapur	320379	13
Chandur Railway	19776	1
Chandurbazar	18759	1
Chikhaldara	5158	1
Chikhli	57889	2
Chiplun	55139	2
Chopda	72783	3
Dahanu	50287	2
Darwha	25791	1
Daryapur Banosa	36463	1
Dattapur Dhamangaon	21059	1
Daund	49450	2
Deglur	108986	4
Deolali	30997	1
Deoli	19288	1
Desaiganj	28781	1

Deulgaon	30827	1
Dharangaon	35375	1
Dharmabad	67482	3
Dharur	20417	1
Digras	44767	2
Dondaicha	46767	2
Dudhani	11214	1
Erandol	31071	1
Faizpur	26602	1
Gadchiroli	54152	2
Gadhinglaj	27185	1
Gangakhed	49891	2
Gangapur	27745	1
Georai	33562	1
Ghatanji	21293	1
Gondiya	132813	5
Hadgaon	27433	1
Hinganghat	101805	4
Hingoli	85103	3
Ichalkaranji	287353	11
Igatpuri	30989	1
Indapur	25515	1
Jalgaon	28276	1
Jalna	285577	11
Jamner	46762	2
Jawhar	12040	1
Jaysingpur	48510	2
Jejuri	14515	1
Jintur	44291	2
Junnar	25315	1
Kagal	34106	1
Kalamb	25713	1
Kalameshwar	19578	1
Kalamnuri	24784	1
Kamptee	86793	3
Kandhar	49686	2
Kannad	40759	2
Karad	53879	2
Karanja	67907	3
Karjat	29663	1
Karmala	23199	1

Katol	43267	2
Khamgaon	94191	4
Khapa	14659	1
Khed	16892	1
Khopoli	71141	3
Khuldabad	15749	1
Kinwat	28454	1
Kopargaon	65273	3
Kundalwadi	29520	1
Kurduvadi	22463	1
Kurundvad	22372	1
Latur	382940	15
Loha	48250	2
Lonar	23416	1
Lonavala	57698	2
Mahabaleshwar	13393	1
Mahad	27536	1
Maindargi	12363	1
Malkapur	73079	3
Malwan	18648	1
Mangalvedhe	21824	1
Mangrulpir	30983	1
Manjlegaon	49453	2
Manmad	80058	3
Manwath	32488	1
Matheran	4393	1
Mehkar	45248	2
Mhasawad	24120	1
Mohpa	6987	1
Morshi	37333	1
Mowad	8777	1
Mudkhed	23517	1
Mukhed	55300	2
Mul	25449	1
Murgud	11194	1
Murtijapur	40295	2
Murud Janjira	12216	1
Murum	18371	1
Naldurg	18341	1
Nandgaon	23604	1
Nandura	42167	2

Nandurbar	111037	4
Narkhed	21127	1
Nawapur	34207	1
Net	29302	1
Nilanga	36172	1
Osmanabad	111825	4
Pachgani	14894	1
Pachora	59609	2
Paithan	41536	2
Palghar	68930	3
Pandharkaoda	31094	1
Pandharpur	98923	4
Panhala	3121	1
Panvel	180020	7
Paranda	18758	1
Parbhani	307170	12
Parli	90975	4
Parola	37666	2
Partur	35883	1
Pathardi	27211	1
Pathari	36853	1
Patur	21095	1
Pauni	22821	1
Pen	37852	2
Peth Umri	13501	1
Phaltan	52118	2
Pulgaon	33925	1
Purna	36433	1
Pusad	73046	3
Rahimatpur	17633	1
Rahta Pimplas	22335	1
Rahuri	38813	2
Rajapur	9753	1
Rajura	29668	1
Ramtek	22310	1
Ratnagiri	76229	3
Raver	27039	1
Risod	34136	1
Roha Ashtami	20849	1
Sailu	46915	2
Sangamner	65804	3

Sangole	34321	1
Sasvad	31821	1
Satana	37701	2
Satara	120195	5
Savda	20584	1
Savner	32498	1
Sawantwadi	23851	1
Shahade	61376	2
Shegaon	59672	2
Shendurjana	21748	1
Shindkhed Raja	16434	1
Shirpur	76905	3
Shirur	37111	1
Shrigonda	31134	1
Shrirampur	89282	4
Shrivardhan	15123	1
Sillod	58230	2
Sindi	12858	1
Sinnar	65299	3
Sonpeth	15765	1
Talegaon	56435	2
Talode	52726	2
Tasgaon	37945	2
Telhara	20986	1
Tirora	25181	1
Trimbak	12056	1
Tuljapur	34011	1
Tumsar	44869	2
Udgir	103550	4
Umarga	35477	1
Umarkhed	47458	2
Umred	53971	2
Uran	30439	1
Uran Islampur	67391	3
Vadgaon Kasba	25651	1
Vaijapur	41296	2
Vengurla	12392	1
Vita	48289	2
Wai	36025	1
Wani	58840	2
Wardha	106444	4

Warora	46532	2
Warud	45482	2
Washim	78387	3
Yavatmal	116551	5
Yawal	36706	1
Yevla	49826	2
Grand Total	**11457874**	**467**